



Wisconsin Elections Commission

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DATE: January 17, 2023

TO: Wisconsin Municipal Clerks
City of Milwaukee Elections Commission
Wisconsin County Clerks
Milwaukee County Elections Commission

FROM: Patrick Brennan
WisVote Training Officer

Allison Coakley
Elections Training Coordinator

SUBJECT: WisVote Training Webinar Series schedule (January 2023 – July 2023)

To supplement our current training program and outreach efforts we have developed a new WisVote training webinar series to cover the 2023 Spring Election cycle and WisVote updates. WisVote webinars are intended for current and possibly future users of the WisVote data management system.

You can now access the live webinars from The Learning Center (TLC), under the WisVote Webinar Series tile for automatic recording of your participation there and to download a meeting reminder to your calendar. Instructions for accessing the webinars in TLC follow the webinar schedule.

We will continue to post Live Webinar access information and related materials under “Recent Clerk Communications” no later than the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast. The posted webcasts will now include indexing links on the Vimeo page. This allows clerks to jump directly to a specific topic covered during a webinar. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <https://elections.wi.gov/forms/EL367>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost, and will provide uniform instruction and training across the state. Please send any questions or comments you have to us: elections@wisconsin.gov or [mailto:\(608\) 261-2028](mailto:(608)261-2028).

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

2023 Spring WisVote Webinar Schedule

2023 Spring Election Cycle: Primary Tasks & April Preparations

Tuesday, January 31, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_QwtalFJkSSitRo23bGfKzw

The first statewide Spring Primary in 2 years! Shorter deadlines and less than two months between elections don't leave much of a margin to get everything done. This webinar will cover the election checklists and the unique impacts of non-partisan elections on ballots styles, reporting units, and more.

WisVote Addressing: Put a Pin in it

Tuesday, February 28, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_YFOTuHl2TTeJy9fGXnDZRw

A simple address pin controls and effects so many things in WisVote – districts, poll books, reconciliation, data requests, and so on. This webinar will cover when and how to enter a new address, how to correct & update an existing address, and when each should be done. We'll also discuss the impact an incorrect address entry or update can have on other WisVote records.

WisVote Data Quality: A Journey, not a Destination

Tuesday, March 14, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_dv_h54TgSSOfUpR87kqN5g

Data in WisVote is never static and needs constant attention. This webinar will cover the importance of data quality functions in WisVote and how they should be handled. Topics will include Registration List Alerts, DMV Checks, and more.

WisVote 2023 Spring Post-Election

Tuesday, April 25, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_X4f1-9oiSle9EaRBlwIk6A

Wrapping up the 2023 election cycle in WisVote. We'll discuss updating office positions, the "Winner" flag and when it can be used, reconciliation, and other post-election processes. We will also introduce the WisVote Bulk Letters feature.

4-year Maintenance in WisVote

Tuesday, May 16, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_2f7Y-6CTTxm6Ck2xCfk10Q

Every two years we are required to facilitate 4-year maintenance. This is the statutory voter list maintenance process where electors who have not voted in the previous four years are contacted and may be deactivated.

This webinar will cover how to handle 4-year maintenance cards, the statutory timelines involved, and the importance of recording postcards accurately in WisVote.

WisVote Grab-bag

Tuesday, June 20, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_Qtyzc2vwTcyessdhuM1MQA

A webinar with more time for questions built in, so bring your questions for our WisVote staff. We will cover records clean-up and WisVote reports that can help, along with plans for the rest of 2023.

WisVote Voter Records

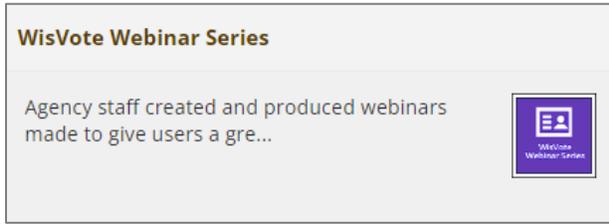
Tuesday, July 18, 2023, 10:00 a.m. – 11:00 a.m.

Registration Link: https://us06web.zoom.us/webinar/register/WN_B2LWfs-aSLy0cguaryOiGA

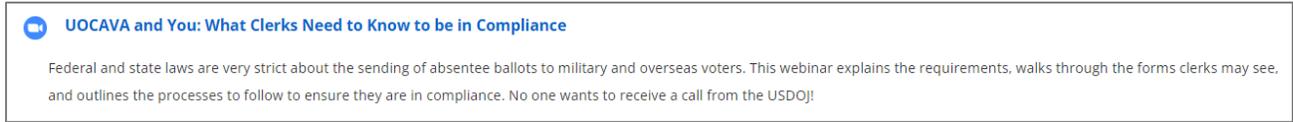
Voter registrations have many sources and different requirements depending on where they're coming from and who's submitting them. This webinar will take an in-depth look at voter registration in WisVote, including the importance of entering information correctly and how each registration type should be handled.

Instructions for accessing webinars in TLC

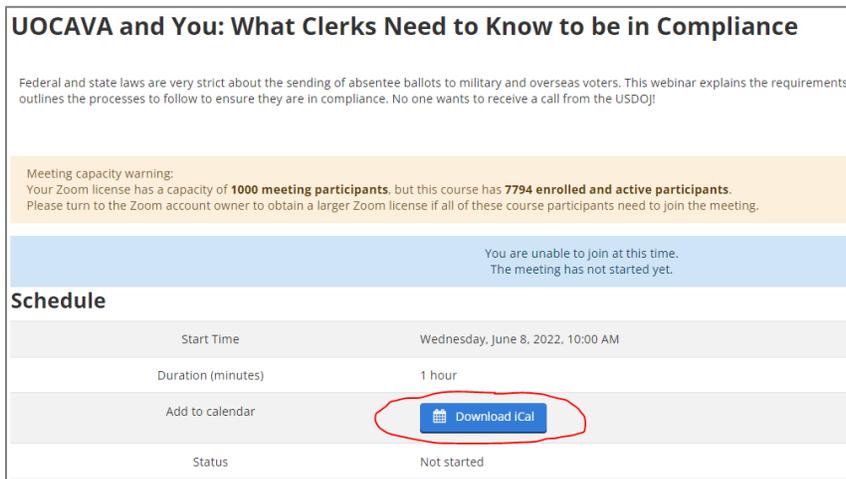
1. Log in to your account and click on the WisVote Webinar Series tile.



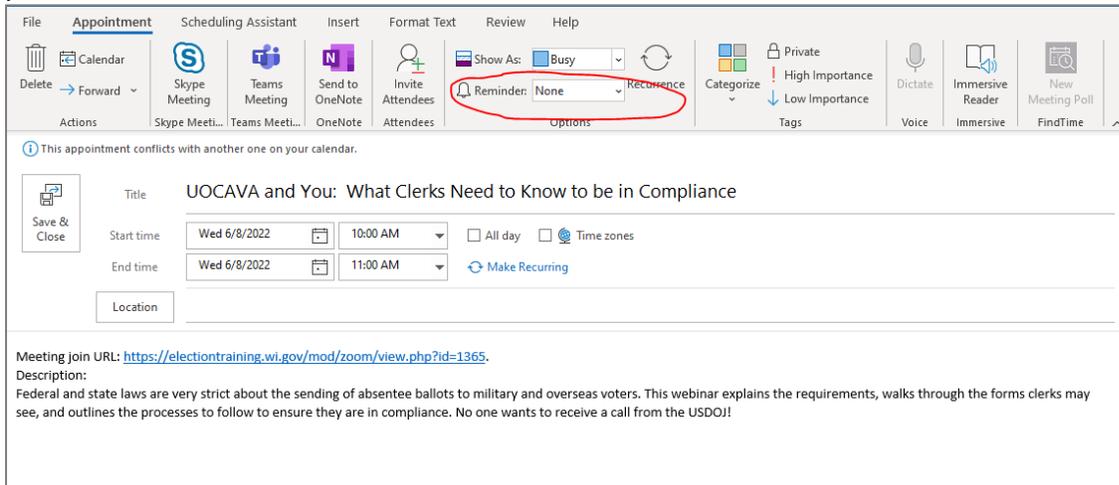
2. Click on the webinar title.



3. If the webinar has not begun, you will be unable to join but you will be able to download the webinar invitation to your own calendar.



4. If you wish to receive reminders, you will need to add that manually to the calendar event before you save it.



Use the link in your webinar calendar event or follow steps 1-3 on the day and time of the webinar to join live. If you are unable to join us for the live event, the recording will be saved in the same location after the webinar has ended.

